Subject: Manual filing and processing of bills of entry / shipping bills - Reg

Attention of all Customs House Agents/Custom Brokers, Importers, Exporters and Members of the Trade is invited to Instruction No. 06/2017-Customs dated 02.06.2017 in respect of “Procedure for Manual filing and processing of bills of entry/shipping bills in EDI locations only in exceptional and genuine cases where permitted by the Principal Commissioner/Commissioner of Customs strictly in accordance with the legal provisions”.

2. The permission for filing of manual Bill of Entry shall be given in exceptional and rare situations that may include import of Aircraft, perishable goods, life saving drugs/equipments and other cases where Bill of Entry could not be filed due to system failure or other unavoidable reasons. Accordingly, a procedure has been devised as detailed below for streamlining the processing of manual Bills of entries and necessary changes have been made in ICES 1.5 which will enable capturing of data as a move towards full digitization.

The following Procedure may be followed:

a. When the permission for filing manual bill of entry has been accorded by the Competent Authority, the basic details of the bill of entry, currently entered manually in a register maintained by the Noting Section are henceforth to be entered by the Noting Section in ICES 1.5 and a Job No. assigned to such BE. These basic details are as follows:
   a) IEC
   b) Customs Broker Number, if applicable
   c) Total Assessable value
   d) Total duty (Self Assessed)
   e) Port of Destination
   f) Customs Site
   g) IGM No
   h) IGM Date
   i) Master BL/AWB
   j) House BL/AWB
   k) GSTN No.
   l) Assessment Group
Once a job number is assigned by the system, the IGM details (where applicable) are matched and linked with the cargo declared in BE.

b. The declaration with the job number shall then move to the Assistant Commissioner/Deputy Commissioner of the concerned group who may approve the job in the Role of ACL, in ICES after recording the reasons for manual BE and the Reference No. of file approval by Commissioner.

c. A six Digit Bill of Entry number (Running serial No. across all ports) would be generated and assigned to the declaration, after the concurrence of the Assistant Commissioner or Deputy Commissioner of Customs.

d. The manual bill of entry shall be filed by the importer or his representative quoting the assigned bill of entry number and will be assessed on paper as per usual process. After assessment of the paper bill of entry by Appraiser and Assistant Commissioner or Deputy Commissioner concerned the ACL has an option to enter the total duty and licence associated, if any with this declaration, in the ICES 1.5. The manual debit of licence is to be invariably done in the licence ledger prior to this process.

e. A challan of duty amount to be paid by the importer, post adjustment in license, etc., if any, would then be generated in the system and be available for payment in the e-payment portal ICEGATE and bank. Once paid, the receipt of payment would be automatically integrated in the system. No manual challans would henceforth be allowed for duty payment.

f. The OOC acknowledgement shall be entered by Shed Appraiser in the option provided in the SUP role.

g. Once goods are cleared, the docket shall be forwarded to the Noting Section, which shall enter the remaining details including examination report of that Bill of Entry using MBE role. The Deputy Commissioner or Assistant Commissioner. Noting Section, may ensure that post clearance of goods, the complete details have been entered in the ICES 1.5 on the date the OOC is given, and not later than the next day in case of adequate reason. This procedure would facilitate forwarding the Manual BE details in a timely manner to various integration partners such as GSTN, DGCI&S. RBI, DGFT etc.

h. No BE shall be filed with a BE number other than the running number generated by the system.

3. The procedure outlined above shall be implemented from the date of issue of this Public Notice.

4. Difficulties, if any, in implementation of the prescribed procedure may be brought to notice to the Asstt./Deputy Commissioner of Customs (EDI/System Manager) ACC-Import Commissionerate, NCH, New Delhi.

(VIVEK JOHRI)
PRINCIPAL COMMISSIONER OF CUSTOMS (IMPORT)
Copy forwarded to:

1. The Chief Commissioner of Customs (DZ), New Custom House, New Delhi;
2. The Deputy / Assistant Commissioner, Import Shed / Group – I&II/ III, IV & VI/ VA/VB/VC/Policy / SIIB/ SVB/ Adjudication/ EDI/Audit / Review/ Legal/ Recovery Cell / Refund, New Delhi;
3. Delhi Customs Clearing Agents Association, 260-61, Anarkali Bazar, Jhandewalan Extensopm. DDA Shopping Complex, New Delhi-110055;
4. Delhi International Airport Ltd., IGI Airport, Cargo Terminal, New Delhi;
5. AC (EDI) for loading on the web site.
6. Notice Board;

Assistant Commissioner
Tech (Import)